# Credit Recovery: Important Information and Tips

Required: Read the following information carefully before beginning work in OdysseyWare! Once you have finished reading the form, email/text me to that you understand these expectations. Nothing will be assigned until you have responded.

Communication:

* Mrs. Hines' credit recovery cell phone: 719-201-8521
* Mrs. Hines' email: hineskali@wsd3.org If you Voice/Text Message me, please identify yourself and what you are requesting/needing. I will return your call/text within 48 hours.
* Check your messages on OdysseyWare frequently. I will be messaging you with information about class periodically.

Key Dates and Times:

* **Fall Session** — Starts on Monday, September 9 and ends on Friday, November 1. No extensions to deadline.
* Mrs. Hines' office hours are by appointment only. Please contact me at least 24 hours in advance so I can plan ahead. I can meet you in the WHS library.
* Phone calls: Monday-Friday from 7:00 am— 8:00 pm, Saturday or Sunday 9:00 am— 5:00 pm

Do not wait until the last day of class to submit work! All assignments must be completed by the deadline to earn credit for them.

Important Course-Information:

* The Pre-Assessments determine the amount of work you will have to do in each unit. The first pre-assessment must be taken in person and you must email me that you have read this syllabus in order to access the rest of the course.
* Please send me a text after you have completed each pre-assessment! I will go through the assignments and make sure each apply to what you actually went over during class. If you do not text me, you may end up doing more work than necessary.
* Be aware that the grade you see in OdysseyWare only reflects the assignments you have completed! o Incomplete assignments at the end of the course do negatively affect your final grade for the course.

o I will enter zeros for ALL missing assignments on the Tuesday before the end of the session so that you will be aware of what you need to get done in order pass the class. (You must earn at least a 60% to earn credit for this course)